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Deadlines Help Get Things Done

Setting deadlines will help you conquer distractions that interfere with planning and completing important jobs.

Especially for those tough or overwhelming tasks you hate to face, a deadline helps get you started. It will help you finish, too. Say you've scheduled Wednesday as the target date to finish that Number One job. You're less likely to take time out or let yourself get distracted on Monday and Tuesday by a job that's lower on your list of priorities.

The need to meet your self-imposed deadline can benefit you in other ways. Say that in order to have the time, you must delegate a different job that's always been your responsibility. If you find an employee does it satisfactorily, you can delegate that job permanently, freeing youself up for more important tasks. Or, if delegation isn't possible, once you've met your deadline, you can devote your full attention to your other duties.

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